

Official Name: Environmental Protection Agency		1. DUTY LOCATION Delmar, Texas		2. POSITION NUMBER 6-14019	
POSITION DESCRIPTION COVER SHEET					
CLASSIFICATION ACTORS: a. Supervisor of Section and Date of Standards Used to Classify this Position 6-02802, 11/08-508 Phys Sci, 65-1300, 508 Nat. Res. Mgt. Div. 65-0400 9/1					
Original Absences		Environmental Engineer/Physical Scientist/Life Scientist		OS 08191301/07	
a. Supervisor's Name		b. Title		c. Pay Plan	
d. ORGANIZATIONAL TITLE (or position if any)		e. NAME OF EMPLOYEE		f. Meaghan Bresnahan	
7. ORGANIZATION (or complete organizational identifier)		a. Drinking Water Section			
8. U.S. ENVIRONMENTAL PROTECTION AGENCY		c.			
b. Region 6		f.			
c. Water Division		1. Employing Office Location			
d. Safe Drinking Water Branch		1. Organization Code VDCB0000			
e. SUPERVISORY STATUS					
<input type="checkbox"/> [1] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that result, at least, the minimum requirements for application of the General Schedule Supervisory Grade (GS80) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7102(a)(1), but does not meet the minimum requirements for application of the GS80. <input type="checkbox"/> [4] Not a segment Official. Position meets the definition of Management Official in 5.U.S.C. 7102(a)(1), but does not meet the GS80 definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7102(a)(1). <input type="checkbox"/> [4] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLEBG) or is under a wage system and meets similar minimum requirements as specified by that job standards or other derivatives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLEBG. <input checked="" type="checkbox"/> [12] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisory-manual position.					
5. SPECIAL VERIFICATION CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship and that this position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that the information is to be used for statutory purposes relating to employment and payment of public funds, and that false or misleading statements may constitute violations of such provisions of law.					
a. Typical Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
b. Signature		c. Date		e. Signature	
				Roy Hill, Deputy Chief of Management	
				Died	
				5/22/14	
6a. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been satisfactorily rated as required by Title 5, U.S. Code, in accordance with standards established by the U.S. Office of Management Management or, if no published standards apply directly, consistently with the most applicable relevant standards.					
b. Promotion Potential <input checked="" type="checkbox"/> If position develops or places and employs programs satisfactorily, this position has known potential to make GS-12					
6. POSITIVE DESCRIPTION <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Requirement Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-476 Required <input type="checkbox"/> No financial disclosure forms required		d. "Minimally Adequate" (LA) Allow this position to be LA? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> may be LA and <input type="checkbox"/> is limited to current knowledge	
6. Negatively Disqualifying <input type="checkbox"/> Yes <input type="checkbox"/> No b. Check, if applicable: <input type="checkbox"/> Medical Waiver Required <input type="checkbox"/> Background Screening Management Division (___% of time)		1. Classifier's Signature		1. Classifier's Signature	
1050		1. Classifier's Signature		1. Classifier's Signature	
11. REMARKS Regional Standardized Position Description to be used for all Divisions under guards announcement. This position is interdisciplinary. The final classification of the position is determined by the qualifications of the person selected to fill it.					

**Environmental Engineer, GS-0819-07**  
**Physical Scientist, GS-1301-07**  
**Life Scientist, GS-0401-07**

**I. INTRODUCTION:**

This position is located in Region 6. The purpose of this position is to perform appropriate professional tasks to accomplish assignments in the subject area.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

As an advanced trainee, performs duties related to environmental engineering, physical science or life science to support environmental protection work in a program area (air, water, waste, etc.); a functional area (enforcement, compliance, permitting, etc.); or a cross media effort (environmental justice, etc.).

Performs recurring, well-precedented projects and tasks using standard methods and techniques. Determines the adequacy and accuracy of data and processes, proper preservation and collection of samples and specimens and provides technical assistance where applicable. Reviews and provides comments on program guidance, policy, and regulations to other engineers and scientists within the immediate organization. Prepares documents and briefing materials to support proposed regional actions or decisions.

Provides assistance to other engineers and scientists within the immediate organization by researching technical aspects of EPA laws and regulations. Reviews and analyzes well-established plans, programs and implementing policies and guidance developed by state, local, or tribal governments. Analyzes data and prepares reports regarding state, local and tribal implementation of environmental protection programs. Prepares scientific and technical information for oral briefings, workshops, conferences, seminars, and public hearings to be presented by senior enforcement officers or other engineers and scientists within the unit.

**III. FACTORS:**

**Factor 1, Knowledge Required by the Position      Level 1-5, 750 points**

Knowledge of and skill in applying professional engineering, physical or biological science theories, principles and methods to determine and/or execute a wide range of developmental assignments involving conventional features and problems, projects, or studies that may include several environmental conditions and varying environmental processes.

Knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to perform well-precedented and recurring assignments and to determine compliance with federal requirements.

Skill in using standard data gathering and analysis techniques to collect and review technical information on environmental activities and to identify and solve problems of a procedural or factual nature.

Ability to work as a team member, coordinate with peers and superiors, and collaborate on projects.

Ability to communicate effectively, both orally and in writing, to write technical reports and letters and to make presentations to various types of audiences.

Ability to plan work and meet deadlines.

**Factor 2, Supervisory Controls      Level 2-2, 125 points**

The supervisor instructs the employee on assignment objectives and defines its scope, limitations, expected deadlines, and priorities. The employee works independently to carry out assignments within established framework. The supervisor is available to answer questions and provide assistance when the employee encounters problems not covered by instructions or guides. The supervisor reviews completed work closely to verify accuracy and conformance to required procedures and any special instructions. The supervisor reviews findings and conclusions to ensure they are supported by facts. The supervisor typically reviews the more difficult and/or unfamiliar work in greater detail.

**Factor 3, Guidelines      Level 3-3, 275 points**

Guidelines include federal environmental laws, agency regulations, and regional policies and publications, and standard engineering/scientific technical literature that are not always directly applicable to the work and may have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues. The employee considers precedents and exercises judgment to research, select, interpret, modify, adapt and apply available guidelines to specific problems or issues.

**Factor 4, Complexity      Level 4-2, 75 points**

The work consists of related tasks that provide experience in the methods, practices, and procedures for environmental protection issues. The employee decides what needs to be done by recognizing differences among a few distinguishable situations and then choosing a course of action from various standard steps, processes, methods, and procedures.

**Factor 5, Scope and Effect      Level 5-2, 75 points**

The work involves performing tasks requiring application of specific standards, methods, and procedures for actions involving complete segments of an assignment or project. The work assists senior staff by relieving them of detailed and routine work, and contributes to the timeliness, reliability, acceptability, and accurate completion of activities.

**Factors 6 & 7, Personal Contacts and Purpose of Contacts      Level 2B, 75 points**

Personal contacts include a wide range of professional and administrative personnel primarily within the agency, but also at other federal agencies, in state and local government, and private industry.

The purpose of contacts is to obtain, clarify, or exchange information and answer basic questions. Contacts involve discussing scientific data and information with people who generally have cooperative attitudes and mutual goals.

**Factor 8, Physical Demands      Level 8-1, 5 points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9, Work Environment      Level 9-1, 5 points**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

**Total Points = 1385**

**GS-07 = 1355-1600**

United States Environmental Protection Agency		1. DUTY LOCATION Dallas, Texas		2. POSITION NUMBER 6-14-020	
POSITION DESCRIPTION GOVERNMENT CLASSIFICATION ACTION: a. Minimum of Series and One of Standards Used to Classify this Position					
13/02/504 ENV SCI, 65-1500, 2504 NOT POS MOT & BIO, 65-0400, 642					
Official Abbreviation		Environmental Engineer/Physical Scientist/Life Scientist		OS 0819/1301/ 09	
4. Supervisor's Abbreviation		b. Title		c. Position	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (for complete organizational breakdown)		c.			
8. U.S. ENVIRONMENTAL PROTECTION AGENCY		7			
9. Region 6		8			
a.		b. Designating Office Location			
d.		1. Organization Code			
A. SUPERVISORY STATUS					
<input type="checkbox"/> [D] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that mean, at least, the minimum requirements for application of the General Schedule Supervisory Grade (GS/G) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [H] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7102(a)(10), but does not meet the minimum requirements for application of the GS/G. <input type="checkbox"/> [B] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7102(a)(11), but does not meet the GS/G definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7102(a)(10). <input type="checkbox"/> [H] Lead. Position leads a team performing first-grade internal work and meets the minimum requirements for application of Part 1 of the Work Location Grade Distribution Guide (WL/GDG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other description of the applicable pay system. <input type="checkbox"/> [T] Team Leader. Position leads a team performing two-grade internal work and meets the minimum requirements for application of Part II of the WL/GDG. <input checked="" type="checkbox"/> [M] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisory-management position.					
B. SUPERVISORY CERTIFICATION. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such laws as may apply.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor		f. Date	
b. Signature		c. Date		e. Signature	
				Troy Hill, Deputy Area for Management	
				5/22/14	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards established by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> If position developed as planned and employee progresses satisfactorily, this position has known promotion potential in grade GS-12					
b. PAY RATE Designation		c. Financial Statement Form		d. FLSA Determination	
<input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-378 Required <input type="checkbox"/> No financial disclosure forms required		<input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT ("check appropriate category") <input type="checkbox"/> Administrative <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Research	
e. Budgeting Data Code		f. Monthly Accounting Required		g. Classification	
<input type="checkbox"/> Budgeting Data Code 1000 <input type="checkbox"/> This position is subject to maximum fringe benefit (___% of time)		<input checked="" type="checkbox"/> Monthly Accounting Required <input type="checkbox"/> Biannual Resource Management Duties (___% of time)		1. Classifier's Signature: <i>[Signature]</i> Date: <i>6/20/14</i>	

11. REMARKS  
 Required Standard Position Description to be used for all Divisions under generic announcement.  
 This position is interdisciplinary. The final classification of the position is determined by the  
 qualifications of the person selected to fill it.

**Environmental Engineer, GS-0819-09**  
**Physical Scientist, GS-1301-09**  
**Life Scientist, GS-0401-09**

**I. INTRODUCTION:**

This position is located in Region 6. The purpose of this position is to perform appropriate professional tasks to accomplish tasks in the subject area.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

Performs duties related to environmental engineering, physical science or life science to support environmental protection work in a program area (air, water, waste, etc.); a functional area (enforcement, compliance, permitting, etc.); or a cross media effort (environmental justice, etc.).

Performs tasks using standard methods and techniques. Advises as to the adequacy and accuracy of data and processes, proper preservation and collection of samples and specimens, and provides technical assistance where applicable. Prepares public notices and responds to basic questions concerning EPA policy from interested parties. Reviews program guidance, policy, and regulations and provides comments to other engineers and scientists within the immediate organization. Prepares documents, briefing materials, and draft Federal Register notices to support proposed regional actions or decisions.

Provides assistance to other engineers and scientists by researching technical aspects of EPA laws and regulations. Provides technical support, guidance and advice to state, local or tribal agency personnel on environmental engineering, physical or life science topics. As part of a regional team, identifies basic program needs with state, local or tribal agencies; provides assistance on routine matters pertaining to the development, establishment and continuance of program activities; reviews and analyzes draft regulations and protocols for conformance with requirements; provides technical guidance to state, local or tribal agency officials; coordinates the evaluation of programs for adequacy and accuracy; reviews routine proposals by state, local or tribal agencies and identifies deficiencies and recommends solutions.

Analyzes data and prepares reports regarding state, local and tribal implementation of environmental protection programs. Prepares scientific and technical information for oral briefings, workshops, conferences, seminars, and public hearings attended by senior officials or other engineers and scientists.

**III. FACTORS:**

**Factor 1, Knowledge Required by the Position**

**Level 1-6, 950 points**

Knowledge of and skill in applying engineering, physical, or biological science theories, principles, and methods to determine and/or execute a wide range of assignments involving conventional features and problems, projects, or studies that may include several environmental conditions and varying environmental processes.

Knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to perform assignments and to determine compliance with federal requirements.

Skill in using data gathering and analysis techniques to collect and review technical information on environmental activities and to identify and solve problems.

Ability to work as a team member, to coordinate with peers and more senior levels, and to collaborate on projects.

Ability to communicate effectively, both orally and in writing to write technical reports and letters and to make presentations to various types of audiences.

Ability to plan work and meet deadlines.

**Factor 2, Supervisory Controls                      Level 2-3, 275 points**

The supervisor or senior staff member outlines assignment and identifies possible problem areas. The incumbent independently plans and carries out assignments in accordance with the guidance provided. Technical assistance is available if necessary. Keeps the supervisor apprised of progress and potential problems. Work is reviewed to determine technical adequacy and effectiveness. Methods used are usually not reviewed.

**Factor 3, Guidelines                                      Level 3-3, 275 points**

Guidelines include agency and regional policies, regulations, and publications, and standard technical literature that are not always directly applicable to the work and may have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues. The incumbent considers precedents and exercises judgment to research, select, interpret, modify, adapt and apply available guidelines to specific problems or issues.

**Factor 4, Complexity                                  Level 4-3, 150 points**

The work consists of different and unrelated processes and methods. The employee analyzes and evaluates subjects, issues and problems related to the assignment, selects the appropriate course of action from many alternatives and conducts technical analysis and field work to achieve desired outcome. The incumbent exercises versatility, judgment, and perception to identify and interpret all relevant factors and develop a plan of action to meet objectives.

**Factor 5, Scope and Effect                          Level 5-3, 150 points**

The purpose of the position is to investigate, analyze, review, plan, and advise on conventional engineering and/or scientific problems or conditions of moderate scope. The incumbent provides advice to state, local or tribal agency officials, industries and EPA management. Work results are critical to the safety, economy, and efficiency of regulated facilities. Problems and situations

encountered also affect the health, social, and economic well-being of nearby communities and the environment.

**Factors 6 & 7, Personal Contacts and Purpose of Contacts      Level 3b, 110 points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, private citizens, and in some cases, the media and elected officials in moderately unstructured settings.

The purpose of contacts is to obtain, clarify, or exchange information, and answer basic questions. Contacts involve discussing scientific data and information with people who generally have cooperative attitudes and mutual goals.

**Factor 8, Physical Demands      Level 8-1, 5 points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.



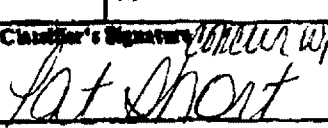
**Factor 9, Work Environment      Level 9-1, 5 points**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

**Total Points = 1920**

**1855-2100 points = GS-09**



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Dallas, TX		2. POSITION NUMBER 6-14-021	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position 11/08; OPM JES for Phys Sci, GS-1300; OPM JES for Nat Res Prot & Rpt Arch, GS-1300					
b. Title Senior Environmental Engineer/Physical Scientist/Life Scientist		c. Pay Plan GS	d. Series 0819/130V/0401	e. Grade 11	f. CLE
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			a.		
U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
Region 6			b.		
c.			h. Employing Office Location		
d.			i. Organization Code		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [3] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in S.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in S.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in S.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGEG. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisory-managerial position.					
9. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for salary purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such laws as may be applicable.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor Troy Hill, Deputy ARA for Management		
b. Signature 		c. Date 6/5/14	e. Signature 		f. Date 6/5/14
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards established by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: GS-12					
b. FLSA Classification <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation: This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbents	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT ("check exemption category") <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 43			
g. Bargaining Unit Code 1050		h. If applicable: <input checked="" type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extremal Resource Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature  6/19/14	
11. REMARKS Regional Standardized Position Description to be used for all Divisions under generic announcement. This position is interdisciplinary. The final classification of the position is determined by the qualifications of the person selected to fill it.					

**Environmental Engineer, GS-0819-11**  
**Physical Scientist, GS-1301-11**  
**Life Scientist, GS-0401-11**

**I. INTRODUCTION:**

This position is located in Region 6. The purpose of this position is to perform appropriate professional work to accomplish tasks in the subject area.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

Performs duties related to environmental engineering, physical science or life science to support environmental protection work in a program area (air, water, waste, etc.); a functional area (enforcement, compliance, permitting, etc.); or a cross media effort (environmental justice, etc.).

Assists higher graded engineers/scientist in performing a wide range of administrative, engineering, technical and scientific work associated with the monitoring and reporting of compliance activities by public and private entities on matters concerning air pollution, hazardous materials and toxic substance control and disposal, the preservation and protection of surface and groundwater, and other duties concerned with a broad range of environmental protection responsibilities. Incumbent performs a variety of observations, measurements, computations, compilations and analyses to carry out environmental planning and protection assignments. Incumbent responds to inquiries from public officials, citizens or business representatives concerning the interpretation and application of regulations pertaining to environmental matters.

Performs tasks using standard methods and techniques. Advises as to the adequacy and accuracy of data and processes, proper preservation and collection of samples and specimens, and provides technical assistance where applicable. Prepares public notices and responds to basic questions concerning EPA policy from interested parties. Reviews and provides comments on program guidance, policy, and regulations to other engineers and scientists within the immediate organization. Prepares documents, briefing materials, and draft Federal Register notices to support proposed regional actions or decisions.

Researches technical aspects of EPA laws and regulations. Provides technical support, guidance and advice to state, local or tribal agency personnel on environmental engineering, physical or life science topics. As part of a regional team, identifies basic program needs with state, local or tribal agencies, provides assistance on routine matters pertaining to the development, establishment and continuance of program activities; reviews and analyzes draft regulations and protocols for conformance with requirements; provides technical guidance to state, local or tribal agency officials, coordinates the evaluation of programs for adequacy and accuracy, reviews routine proposals by state, local or tribal agencies and identifies deficiencies and recommends solutions.

Uses analytical methods and techniques to analyze scientific, engineering, legal, environmental protection, and/or environmental management issues. Performs quality control functions by

reviewing and evaluating technical analyses, studies, sampling, or other forms of data processed by others within or outside EPA, for technical adequacy and acceptability. Prepares and disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc., related to a specific program, function, or activity.

Reviews and evaluates data submittals and/or requests involving a specific scientific and/or engineering activity/discipline/function (e.g., air pollution modeling, risk assessments, environmental impact statements, etc.). Advises appropriate personnel as to the adequacy/accuracy of data/processes and/or the appropriateness of the request and provides technical assistance where applicable. Plans, coordinates, reviews and/or evaluates studies/investigations and complex problems related to scientific assessments and scientific risk determinations. Provides technical support in the areas of environmental impact analysis and development of approaches for environmental assessments for a variety of environments

### **III. FACTORS:**

#### **Factor 1, Knowledge required by the Position**

**Level 1-7, 1250 points**

Knowledge of and skill in applying a wide range of engineering, physical or biological science theories, principles and methods to execute varied assignments, projects, or studies that may include diverse/complex environmental conditions. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques

Knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to perform assignments and to ensure compliance with federal requirements.

Skill in using data gathering and analysis techniques to collect and review technical information on environmental activities and to identify and solve problems.

Ability to work effectively as a team member, coordinating effectively with peers and superiors and collaborating on projects.

Ability to communicate effectively, both orally and in writing to prepare technical reports and letters and make presentations to various types of audiences.

Ability to plan work and meet deadlines.

#### **Factor 2, Supervisory Controls**

**Level 2-4, 450 points**

The supervisor establishes overall objectives and resources available. The supervisor and engineer/scientist jointly develop projects, priorities and deadlines. The engineer/scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most conflicts that arise, and keeps the supervisor informed of far-reaching implications.

Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

**Factor 3, Guidelines**

**Level 3-3, 275 points**

Guidelines include agency and regional policies, regulations, standard technical literature, agency and regional publications that are not always directly applicable to the work and may have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues. The employee considers precedents and exercises judgment to research, select, interpret, modify, adapt and apply available guidelines to specific problems or issues.

**Factor 4, Complexity**

**Level 4-4, 225 points**

The work consists of a variety of projects and studies of interrelated issues concerned primarily with the implementation of EPA regulations within assigned functional area. These include planning and executing assessments of site facilities; reviewing and evaluating state enforcement programs; providing advice and assistance to other federal agencies, state, local, and tribal governments, regulated industry, and interest groups and the general public on the regulatory requirements. Decisions on how to proceed are complicated by consideration of different, incomplete, and conflicting information and alternatives and the need to determine the most efficient, effective, and feasible solutions to meet regulatory requirements.

**Factor 5, Scope and Effect**

**Level 5-3, 150 points**

The purpose of the position is to investigate, analyze, review, plan and advise on engineering and/or scientific problems or conditions of moderate scope. Work results are critical to the safety, economy and efficiency of regulated facilities. The employee provides advice to state, local or tribal agency officials, industries and EPA management. Problems and situations encountered are often anticipated and can be resolved through modification or adaptation of available technology. The work results affect the efficiency, feasibility, and integrity of various Regional environmental activities and the health, social, and economic well-being of nearby communities and the environment.

**Factors 6 and 7, Personal Contacts and Purpose of Contacts      Level 3B, 110 points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state, local, and tribal government, private industry, academia, environmental advocacy groups, public citizens, and in some cases the media and elected officials.

The purpose of contacts is to obtain, clarify, or exchange information, and answer basic questions. Contacts involve discussing scientific data and information with people who generally have cooperative attitudes and mutual goals.

**Factor 8, Physical Demands**

**Level 8-1, 5 points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9, Work Environment**

**Level 9-1, 5 points**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

**Total Points = 2470**

**2355-2750 points = GS-11**

United States Environmental Protection Agency		1. DUTY LOCATION Dallas, TX		2. POSITION NUMBER 6-14-022	
3. ORGANIZATIONAL TITLE OF POSITION (If any)					
4. ORGANIZATIONAL TITLE OF POSITION (If any)					
5. ORGANIZATIONAL TITLE OF POSITION (If any)					
6. ORGANIZATIONAL TITLE OF POSITION (If any)					
7. ORGANIZATIONAL TITLE OF POSITION (If any)					
8. US ENVIRONMENTAL PROTECTION AGENCY					
9. Region 6					
10. Region 6					
11. Region 6					
12. Region 6					
13. Region 6					
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**Environmental Engineer, GS-0819-12**  
**Physical Scientist, GS-1301-12**  
**Life Scientist, GS-0401-12**

**I. INTRODUCTION:**

This position is located in Region 6. The purpose of this position is to perform appropriate professional work to accomplish tasks in the subject area.

**II. MAJOR DUTIES AND RESPONSIBILITIES:**

Performs duties related to environmental engineering, physical science or life science to support environmental protection work in a program area (air, water, waste, etc.); a functional area (enforcement, compliance, permitting, etc.); or a cross media effort (environmental justice, etc.).

Performs administrative, engineering, technical and scientific work associated with the monitoring and reporting of compliance activities by public and private entities on matters concerning air pollution, hazardous materials and toxic substance control and disposal, the preservation and protection of surface and groundwater, and other duties concerned with a broad range of environmental protection responsibilities. Incumbent performs a variety of observations, measurements, computations, compilations and analyses to carry out environmental planning and protection assignments. Incumbent responds to inquiries from public officials, citizens, or business representatives concerning the interpretation and application of regulations pertaining to environmental matters.

Performs tasks using standard methods and techniques or modifying these, as necessary. Advises as to the adequacy and accuracy of data and processes, proper preservation and collection of samples and specimens, and provides technical assistance where applicable. Prepares public notices and responds to basic questions concerning EPA policy from interested parties. Reviews and provides comments on program guidance, policy, and regulations to other engineers and scientists within the immediate organization. Prepares documents, briefing materials, and draft Federal Register notices to support proposed regional actions or decisions.

Researches technical aspects of EPA laws and regulations. Provides technical support, guidance and advice to state, local, or tribal agency personnel on environmental engineering, physical and/or life science topics. As part of a regional team, identifies basic program needs with state, local, or tribal agencies; provides technical assistance on both routine and non-routine matters pertaining to the development, establishment and continuance of program activities; reviews and analyzes routine proposals, draft regulations and protocols for conformance with requirements; coordinates the evaluation of programs for adequacy and accuracy, identifies deficiencies, and recommends solutions;.

Uses analytical methods and techniques studies a wide range of scientific, engineering, legal, environmental protection, and/or environmental management issues. Performs quality control functions by reviewing and evaluating technical analyses, studies, samplings, or other forms of data processed by others within or outside EPA, for technical adequacy and acceptability.

Prepares and disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings to provide information on significant analytical methods, sampling techniques, etc., related to a specific program, function, or activity. Reviews and evaluates data submittals and/or requests involving a specific scientific and/or engineering activity/discipline/function (e.g., air pollution modeling, risk assessments, environmental impact statements, etc.). Advises appropriate personnel as to the adequacy/accuracy of data/processes and/or the appropriateness of the request, and provides technical assistance where applicable. Plans, coordinates, reviews and/or evaluates a broad scope of studies/investigations and complex problems related to scientific assessments and scientific risk determinations. Provides technical support in the areas of environmental impact analysis and development of approaches for environmental assessments for a variety of environments

### **III. FACTORS:**

#### **Factor 1, Knowledge Required by the Position**

**Level 1-7, 1250 points**

Broad professional knowledge of and skill in applying a wide range of engineering, physical and/or biological science theories, principles and methods to carry out varied and complex tasks, projects, or studies that may include diverse environmental science or other environmental conditions and processes.

Knowledge sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Knowledge of applicable environmental laws, regulations, statutes, policies and guidelines sufficient to perform assignments, and to ensure compliance with federal requirements.

Skill in using data gathering and analysis techniques to collect and review technical information on environmental activities and to identify and solve problems.

Ability to work effectively as a team member, coordinating effectively with peers and superiors and collaborating on projects.

Ability to communicate effectively, both orally and in writing to prepare technical reports and letters and to make presentations to various types of audiences.

Ability to plan work and meet deadlines.

#### **Factor 2, Supervisory Controls**

**Level 2-4, 450 points**

The supervisor establishes overall objectives and resources available. The supervisor and engineer/scientist jointly develop projects, priorities and deadlines. The engineer/scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.



**Factor 3, Guidelines****Level 3-4, 450 points**

Guidelines include technical, regulatory, and policy guidelines which are often broad, nonspecific, or inapplicable. The engineer/scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable.

**Factor 4, Complexity****Level 4-4, 225 points**

The work consists of a variety of projects and studies of both unrelated and interrelated issues concerned primarily with the implementation of EPA regulations within assigned functional area. These include planning and executing assessments of site facilities; reviewing and evaluating state enforcement programs; providing advice and assistance to other federal agencies, state, local, and tribal governments, regulated industry, and interest groups and the general public on the regulatory requirements. Decisions on how to proceed are complicated by consideration of different, incomplete, and conflicting information and alternatives and the need to determine the most efficient, effective, and feasible solutions to meet regulatory requirements.

**Factor 5, Scope and Effect****Level 5-4, 225 points**

The purpose of the position is to investigate, analyze, review, plan and advise on unusual engineering and/or scientific problems or conditions which frequently require original approaches/solutions. Work results are critical to the safety, economy and efficiency of regulated facilities, and the health of the population and environment. The employee provides advice to state, local or tribal agency officials, industries and EPA management. Problems and situations encountered are often unanticipated and must be resolved through modification or adaptation of available precedents.

**Factors 6 and 7, Personal Contacts and Purpose of Contacts** **Level 3C, 180 points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state, local, and tribal governments, private industry, academia, environmental advocacy groups, public citizens, and in some cases the media and elected officials.

The purpose of contact is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ with those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**Factor 8, Physical Demands****Level 8-1, 5 points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9, Work Environment****Level 9-1, 5 points**

Work is generally performed in an office setting which is adequately lighted, heated, and ventilated. Occasional field visits are required.

**Total Points = 2790****2755-3150 points = GS-12**

## Extramural Resources Management Duties Checklist

*This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.*

### Employee Information

Name: Meaghan Bresnahan V614019/

Position Number V614020/V614021/V614022

Title: Env Eng / Phys Sci / Life Sci

Series/Grade: 0818/1301/0401-07/09/11/12

Organization: Various Divisions

### Percentage of Time Spent on Extramural Resources Management

- ☒ This position has no extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of time.
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature] Date 5/22/14

Personnel Specialist's Signature [Signature] Date 06/19/14

### Part 1. Contracts Management Duties

#### Pre-award:

- ☐ Plans procurements
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

#### Post-award:

- ☐ Prepares delivery orders
- ☐ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

#### Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

### Percentage of Time Spent on Contracts Management:

%

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrence/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management:

%

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Time Spent on Interagency Agreements Management:

%